



BOARD OF SUPERVISORS

Gloria Molina
First District

Yvonne Brathwaite Burke
Second District

Zev Yaroslavsky
Third District

Don Knabe
Fourth District

Michael D. Antonovich
Fifth District

THOMAS L. GARTHWAITE, M.D.
Director and Chief Medical Officer

FRED LEAF
Chief Operating Officer

COUNTY OF LOS ANGELES
DEPARTMENT OF HEALTH SERVICES
313 N. Figueroa, Los Angeles, CA 90012
(213) 240-8101

December 24, 2002

TO: Each Supervisor

FROM: Thomas L. Garthwaite, M.D.
Director and Chief Medical Officer

SUBJECT: **REQUEST FOR WORK ORDER FOR TECHNICAL SUPPORT SERVICES –
LOCAL AREA NETWORK FOR DHS**

This is to advise you of my intention to request a Work Order for technical support services under the Information Technology Support Services Master Agreement (ITSSMA) managed by the Internal Services Department (ISD).

BACKGROUND

Services will be provided to the Department of Health Services (DHS) Health Services Administration (HSA) Information Systems Branch (ISB) Technology Services Division (TSD) Network Operations Local Area Network (LAN) Group. The LAN group provides network installation, configuration, troubleshooting, maintenance, and technical support for all LAN-connected devices, including network hardware, servers, and workstation nodes (approximately 5,000 nodes total).

SCOPE OF WORK

The scope of work includes, but is not limited to, the following:

1. Installing, supporting and troubleshooting routers, bridges, switches, hubs, network patch panels, network interface cards.
2. Maintaining/implementing IP addressing schema.
3. Maintaining, troubleshooting, and supporting the cable plant.
4. Assisting in the analysis of existing and proposed Local Area Networks to define the requirements for maintaining and/or implementing network solutions to meet the objectives of the organization.
5. Terminating cable connections.

JUSTIFICATION

DHS recommends the engagement of technical consultants due to the scope and complexity of this project. The services are of a temporary nature. DHS lacks the personnel with the requisite technical expertise for installation, configuration, troubleshooting, maintenance, and technical support for all LAN-connected devices.

TERM

The period of performance for this engagement will be effective upon work order approval through June 30, 2003.

CONSIDERATION

County shall compensate consultant for all work on a time and materials basis. No out-of-pocket expenses are covered in this work order.

FISCAL IMPACT

The maximum County obligation for this project is estimated to be approximately \$275,000 and is fully budgeted in FY 2002-03 DHS Budget.

CONSULTANT'S QUALIFICATIONS

Under ITSSMA, consultants are selected from a list of pre-qualified vendors from whom work orders are solicited. The lowest bidding vendor who meets all requirements is awarded the contract. Vendor for this project has not been selected at this time.

We will proceed with processing this work order to ISD following the 10-day waiting period, pending any comments or questions from your offices. If you have questions, please let me know.

TLG:ar

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors
Director, Internal Services Department

NOTED AND APPROVED:

Jon W. Fullinwider
County Chief Information Officer

Date